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BILL NO.

g-95-03-13 (amended)

GENERAL ORDINANCE NO. G-

12-95

AN ORDINANCE ESTABLISHING
A TRAVEL POLICY
FOR CITY EMPLOYEES

WHEREAS, a travel policy is necessary to govern the
business and reimbursements for city employees who must
travel;

WHEREAS, travel regulations have been developed as
guidelines for city employees who travel as part of their job
function;

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF
THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The Travel Policy, a copy of which is
attached hereto as Exhibit "A" is hereby adopted;

SECTION 2. That this Ordinance shall be in full force
and effect fifteen (15) days from and after its passage and
any and all necessary approval by the Mayor and shall apply
to all agreements entered into after its effective date.

Clatus R Edmonds
Council Member

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay
J. Timothy McCaulay

Read the first time in full and on motion by Ravine, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on Regulations (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATED: 3-14-95

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Edmonds, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>8</u>			<u>1</u>
BRADBURY	<u>✓</u>			
EDMONDS	<u>✓</u>			
GIAQUINTA				<u>✓</u>
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 4-11-95

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) _____ (APPROPRIATION) _____ (GENERAL) _____ (SPECIAL) _____ (ZONING) _____ ORDINANCE RESOLUTION NO. 8-12-95 on the 11th day of April, 1995.

ATTEST:

(SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Don J. Schmitter
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 12th day of April, 1995, at the hour of 11:30 o'clock A. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 12th day of April, 1995, at the hour of 11:00 o'clock P. M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

BILL NO. G-95-03-13

[Handwritten signature]

REPORT OF THE COMMITTEE ON
REGULATIONS
CLETUS R. EDMONDS - REBECCA J. RAVINE - CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) ESTABLISHING A TRAVEL
POLICY FOR CITY EMPLOYEES

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS DO NOT PASS ABSTAIN NO REC

<i>[Signature]</i>	_____	_____	_____
<i>[Signature]</i>	_____	_____	_____
<i>[Signature]</i>	_____	_____	_____
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<i>[Signature]</i>	_____	_____	_____
<i>[Signature]</i>	_____	_____	_____

DATED: 4-11-95

Sandra E. Kennedy
City Clerk

CITY OF FORT WAYNE

POLICY & PROCEDURES

Travel Policy

- 1.1 General Information
- 1.2 Definitions
- 1.3 Priorities and Benefits
- 1.4 Employee Compensation
- 1.45 Vehicle Travel While on Official Business
- 1.5 Pre-Paid Travel Expenses
- 1.6 Reimbursable Travel Expenses
- 1.7 Non-Reimbursable Travel Expenses
- 1.8 Advance Payment
- 1.9 Reimbursement Procedures

Approved by Mayor Paul Helmke _____
Date 3/7/95 _____

Paul Helmke

Revised 3/7/95

CITY OF FORT WAYNE
POLICY & PROCEDURES

TRAVEL POLICY

1.1 General Information

The travel regulations of the City of Fort Wayne shall apply to all employees. For the purpose of this Travel Policy, "employee" shall be defined to include all Civil City and City Utilities employees and management, as defined by the Personnel Policy, ~~and individuals certified as elected to City office but not yet in office, in situations specifically approved by the Mayor.~~

Travel outside the continental United States is only allowed with the approval of the Mayor. The Mayor may require the employee to participate in the cost of travel.

No variance to the amount of reimbursement under these regulations shall be made unless a memo signed by the Division Head is approved by the City Controller.

1.2 Definitions

One Day Travel

Travel for authorized official business in a privately owned vehicle, City owned vehicle, or rented vehicle that is of one day duration.

Overnight Travel

Travel for authorized official business that requires an overnight stay.

Official Business

The following guidelines are to be used to define official business.

- (1) The travel is for educational purposes (training, seminars, conferences) and the subject relates to City government.
- (2) The travel is to organizational meetings or convention; and the subject or organization involved is directly related to City government; or the City is a member of the organization; or the individual was invited by the organization as an official representative of the City.
- (3) The travel is necessary for performing City functions and incidental to regular job

performance. Travel would be necessary to attend individual conference or meeting if the subject related to current operations of the City (example: signing bonds, testifying, pending or proposed grants, loans, funding, litigation or legislation pertaining to the City). This type of travel will not be approved if the business can be conducted by telephone or mail in a timely and appropriate manner.

Finance Department

For claims relating to Civil City Funds, the Finance Department shall mean the Civil City Accounting Department. For claims relating to City Utility Funds, the Finance Department shall mean the City Utilities Accounting Department.

Supervisor

Supervisor, as defined by this policy, is the Mayor, a Division Head, or a Department Head. The review and approval of travel will be by the Mayor for Division Heads, by Division Heads for Department Heads, and Department Heads for all others.

Vehicle

The term vehicle shall include any road vehicle requiring a license plate.

1.3 Priorities and Benefits

The benefit of the trip to the City must compare favorably to the total costs. In determining the benefit the following factors should be considered:

- (1) If travel is educational, could the knowledge be obtained in the City or at a close location?
- (2) Time frame of the travel in relation to the purpose and the overall cost.
- (3) Priority of purpose within the City or department.

1.4 Employee Compensation

All employees will generally consider time spent in training, seminars, and conferences as working time. Time spent traveling will be considered working time only if attendance at such training, seminars, and conferences is required by the supervisor.

While on one day or overnight travel, personal time spent outside of regular work hours will not be considered working

time.

Time spent while attending classes, at one's own expense or supported by the City's Educational Assistance Plan, will not be considered working time.

1.45 Vehicle Travel While On Official Business

- (1) Employees who travel on official business must have a valid Indiana driver's license.
- (2) Travel Location
City or personal vehicles may generally only be driven in Indiana, Illinois, Ohio and Kentucky. This is due to differences in statutory caps for liability and limits exposure to such unknown liabilities.
- (3) City Vehicle Travel Outside Indiana, Illinois, Ohio or Kentucky
A City Vehicle may only be used outside of Indiana, Illinois, Ohio and Kentucky where special circumstances exist and the Mayor or Chief of Staff have given written approval.
- (4) Prior Approval - Out-of-State Travel
All out-of-State vehicle travel, with a City or personal vehicle, must be approved by Department Head, Division Head and Controller. A completed Out-of-State Travel Form must be filed with Risk Management, including documentation for necessity of travel, fifteen days prior to trip.
- (5) Personal Vehicle
 - a. A personal vehicle may be used, with reimbursement for mileage at the current IRS rate.
 - b. Drivers in Indiana, Illinois, Ohio and Kentucky must carry bodily injury insurance. Drivers outside Indiana, Illinois, Ohio and Kentucky must provide proof of insurance with the following minimums:
Bodily Injury: \$250,000/person, \$500,000/incident
 - c. Proof of Insurance
Each January 15, Division Heads & Department Heads must collect proof of insurance from those individuals who drive their personal vehicle for official business. This proof shall be filed in Risk Management. As changes occur in an employee's travel practices, vehicle, or insurance, Risk Management must be notified.

- (6) Rental Car
A rental car may be used, per Sections 1.5 (2) a. and 1.6 (4).
- (7) Passengers in a City Vehicle
Generally, only City employees are allowed to drive or ride in City vehicles outside of Allen County. Others may ride in City vehicles outside of Allen County, only with the written approval of the Mayor or Chief of Staff.

1.5 Pre-Paid Travel Expenses

- (1) Registration Fees - Registration fees and tuition for conventions, conferences, and seminars shall be processed through a requisition and the resultant purchase order. Descriptive literature with proof of the fee shall be attached.
- (2) Transportation - The most economical standard mode of transportation via the most direct and usual route shall be used. When traveling by common carrier, (plane, train, or bus) tourist, coach, or discount accommodations shall be used. If tourist, coach, or discount is unavailable, first class accommodations may be used only upon written approval by the Controller, prior to the Purchasing Dept. confirming reservations. It is stressed that when discount air rates are available, they should be utilized.
 - a. If an alternate method of travel is preferred, payment will be made for the lesser cost of:
 - 1. plane, train, or bus fare
 - 2. plane, train, or bus fare plus any additional nights of hotel stay required to provide a discounted fare
 - 3. mileage at current IRS rate
 - 4. rental car cost, including insurance
 - b. If more than one City employee is attending the same official business by vehicle, an attempt should be made to travel together. If an employee decides to travel independently for personal reasons, there will be no reimbursement for transportation.
 - c. The employee traveling has three options for making transportation arrangements:
 - 1. Employee Inquiry and Purchase Order
The employee may make inquiries with travel

agencies, named by the Purchasing Dept. The employee will record the information obtained on a Travel Reservation Form and submit the form with a requisition to the Purchasing Dept. The Purchasing Dept. will then confirm the information provided by the employee. If the confirmation reveals the same or lower price, a purchase order will be processed and the reservation made. Common carrier costs will be submitted by invoice from the travel agency.

NOTE: Employees are only to make inquiries. Under no circumstances will the employee make their own reservations with the travel agency. During an inquiry, the employee should not reveal names or personal credit card numbers to the travel agency.

2. Purchasing Inquiry and Purchase Order

The employee may submit a Travel Reservation Form to Purchasing detailing travel preferences, including arrival and departure times and seating arrangements. The form shall be submitted with a requisition. The Purchasing Dept. will then make inquiries with the travel agency. Information obtained will be forwarded to the employee for written approval. Upon return of the signed Travel Reservation Form, the Purchasing Dept. will then process a purchase order and make the reservation. Common carrier costs will be submitted by invoice from the travel agency.

3. Division Heads/Department Heads Personal Credit Card

The third option is only available to the Mayor, Division Heads and Department Heads who will be traveling. They may make inquiries and reservations with travel agencies named by the Purchasing Dept. Reservations will be made via the employee's personal credit card. This option is not available if the employee does not have a personal credit card. Reimbursement will be made through a Travel Expense Report. When sufficient budgetary dollars are not available, the employee will be personally liable for the cost of travel.

Supervisory pre-approval is required when special circumstances call for other employees to make direct reservations without the aid of

the Purchasing Dept. This exception should be used only on a limited basis with valid reasons properly documented and attached to the Travel Expense Report.

- (3) Overnight Accommodations - The City will compensate only for overnight lodging for the number of nights required to conduct City business. Normally, arrival time should be no more than one (1) night in advance of assigned City business and departure of no more than one (1) night after completion of City business. In cases where transportation savings are available by traveling earlier or later, additional nights will be allowed if it can be shown that the transportation savings are greater than the additional cost of lodging. The savings shall be documented on the Transportation Reservation Form. When discount rates are available they should be utilized.

The employee is responsible for making own reservations for overnight accommodations. The cost of overnight accommodations must be paid through an employee's own personal credit card or through a travel advance. Reimbursement will be made through a Travel Expense Report for actual cost as supported by a detailed receipt less amount advanced.

Any special situations that arise (including group trips, trips longer than one week in duration, or special billing arrangements with hotel) should be referred to the Finance Dept. for special instructions.

1.6 Reimbursable Travel Expenses

The following travel expenses should be paid with the employee's personal funds, the employee's credit card or with travel advance funds. Reimbursement will be made for amounts paid by the employee.

The City will not compensate an employee for expenses included in tuition, seminar, convention or registration fees.

Each expense covered by this Section [excluding items (1) & (7)] shall be accompanied by a detailed receipt.

(1) Mileage -

- a. Mileage reimbursement will be made at the current IRS rate.
- b. If common carrier is unavailable or inappropriate

for overnight travel, mileage reimbursement is based on the least number of road miles between Fort Wayne and the destination using the distances provided by the Controller's Office.

- c. If the employee chooses to drive while on overnight travel instead of some other mode of available transportation, the total amount of mileage and accommodations allowable shall not exceed the cost of tourist class travel to the same destination. A Transportation Reservation Form provided by the Purchasing Dept. shall be attached to the Travel Expense Report showing the current cost of other transportation.
 - d. If the employee chooses to return home each evening, while attending a consecutive day event out of the City, the total amount of additional mileage allowable shall not exceed the cost of available accommodations.
 - e. Mileage reimbursement is allowed for travel between one's home or work place and the airport when using air transportation for authorized official business.
- (2) Meals - Only meals for employees will be reimbursed; not meals of business associates or family members. The Supervisor will be responsible for determining the reasonableness of meal receipts submitted. Amounts above a reasonable level will be considered personal and non-reimbursable.

Meals purchased within Allen County will be disallowed except when the meal is part of an educational seminar or program.

While on one day travel, generally only lunch is reimbursable. However, breakfast is reimbursable if travel begins before 6 a.m. and dinner is reimbursable if travel ends after 8 p.m. Again, meals purchased within Allen County will be disallowed.

- (3) Local Transportation - Taxicab or bus should be used when traveling between common carrier and hotel. It may also be appropriate to use a taxicab or bus between home and common carrier, if long-term parking would be more expensive. Taxicab or bus expense will also be allowed when business activities occur away from the hotel. Taxicab or bus expense for personal use will not be reimbursed.

- (4) Vehicle Rental - Vehicle rental must have prior approval from the Controller's Office. The Controller will only grant approval if vehicle rental is needed for business conducted outside of hotel and no other transportation is available (ie. taxicab) while on overnight travel. The Controller will only grant approval for vehicle rental needed for one day travel, if a personal vehicle or City vehicle is not available. It is stressed that when discount or economy vehicles are available, they should be utilized.

The employee shall purchase all available insurance, including Personal Accident and Effects Coverage, Loss Damage Waiver Option, and Supplemental Liability Insurance from the Rental Agency. Failure to purchase this required insurance will result in personal liability to the employee in case of accident.

Advance vehicle rental reservation may be made through the Travel Agent by the employee. The Travel Expense Report must include the Controller's written approval along with a detailed receipt.

- (5) Parking & Tolls - When it is necessary to park and leave a vehicle at Fort Wayne International Airport, only the long term lots are to be used. Reimbursement for parking in the short-term lots is allowed at Fort Wayne International Airport, when one is dropped off or picked up by another person.

Expenses of parking a personal vehicle while at a business activity will be reimbursed. This does not include the cost of parking while at one's regular work location.

- (6) Telephone - All telephone charges itemized on a hotel receipt should be marked either business or personal. All personal calls are non-reimbursable. Local telephone charges imposed by the hotel will be allowed as a business expense.
- (7) Tips - Reasonable tips for meals, baggage handling, transportation, and valet parking are allowed. Since receipts are usually not available, the Supervisor will be responsible for determining the reasonableness of tip expense submitted. Amounts above a reasonable level will be considered personal and non-reimbursable.

1.7 Other Non-reimbursable Travel Expenses

In addition to items already mentioned above, the following items are non-reimbursable:

- (1) Alcoholic beverages
- (2) Commuting mileage - Travel between home and work is considered commuting mileage.
- (3) Laundry
- (4) Changes in travel plans will only be allowed if the change is required for the benefit of the City or in the case of an emergency. Approval for changes will be on a case-by-case basis by the Controller. Unapproved changes will require that the employee pay for any non-refundable expenses incurred.
- (5) Personal expense of entertainment or sight-seeing before or after official business
- (6) Fines & fees for traffic, parking or other violations
- (7) Doctor bills or medicine
- (8) Repair or towing of personal vehicle

1.8 Advance Payment

- (1) If an employee does not have personal funds or a credit card, advance payment can be made to the employee on the total amount in the estimated expenditure line of the Travel Advance Authorization Report Form FW-A. This advance will be for estimated "out-of-pocket expenses" on overnight travel only. Forms FW-A must be submitted to the Controller at least five (5) working days prior to travel, to allow sufficient time for approval of the advance and processing of a manual warrant, payable to the employee traveling, by the Payroll Department.

Employees receiving advance payment, must submit their Travel Expense Report to the Finance Department within three (3) working days after returning to the City.

- (2) Delinquent Travel Advance Forms
If an employee has not submitted their Travel Expense Report to the Finance Department within three (3) working days after returning to the City, the Finance Department shall notify the employee in writing of the delinquent travel advance.

If the employee fails to submit the Travel Expense Report to the Finance Department within two (2) working days after the first notice, the employee will be notified in writing that the entire travel advance will be deducted from their paycheck.

(3) Return of Excess Funds

When all travel documents and receipts have been reconciled, if it is determined that excess funds were advanced, the excess amount shall be deducted from the employee's paycheck. Likewise, amounts spent in excess of the amount advanced will be reimbursed on the employee's paycheck.

(4) Theft or Loss of Advance Payment

The employee will be responsible for the safety of an advance payment received. Therefore, the employee will be liable for any advance payment lost or stolen. It is recommended that advance payments be deposited in the employee's personal checking account, with checks drawn as needed while traveling.

1.9 Reimbursement Procedures

- (1) Approval of actual travel expenses will be by the Supervisor, after checking the accuracy of the Travel Expense Report and verification of compliance with this policy. Supervisors have the authority to impose written departmental policy stricter than this policy. It is the Supervisor's responsibility to audit travel claims against departmental policy before submitting to the Finance Department.

The Finance Department has the responsibility of reviewing all travel claims for compliance with this policy. The Finance Department also has the authority to return any claim that is incomplete or is in error. The Finance Department will only approve reimbursement of claims for valid and proper travel expenses as determined by this policy.

- (2) Generally, Travel Expense Reports must be submitted to the Finance Department within ten (10) working days after returning to the City. Late Travel Expense Reports may be denied. When a travel advance has been allowed, Travel Expense Reports must be submitted within three (3) working days.
- (3) The Finance Department will forward approved claims to the Payroll Department, who will process reimbursements

or overpayments to employees via their paycheck.

- (4) Monies received from outside agencies, payable to the City, for payment or reimbursement of services should always be deposited in an appropriate City account (never cashed by City employees) even if the monies are earmarked for travel expenses. In order for the money to be used for travel expenses, the usual procedures stated in this policy for travel advance and reimbursement must be followed.
- (5) Violation of this policy may result in disciplinary action as set forth in the Personnel Policy Manual and forfeiture of travel reimbursement.
- (6) The Controller will issue special travel policy statements when special circumstances exist, or on items where this policy is not clear.



The City of Fort Wayne

Paul Helmke, Mayor

24-Hour Job Line (219) 427-1186
Benefits Administration (219) 427-1198
EEO/Affirmative Action (219) 427-1180
Labor Relations (219) 427-1180
Payroll (219) 427-1292
Personnel (219) 427-1180
TDD (219) 427-1443
FAX (219) 427-1393

Department of Human Resources
Room 380

MEMORANDUM

To: Members of the City of Ft. Wayne Common Council

From: Nelson Peters, Director of Human Resources

Subject: Travel Policy

Date: March 1, 1995

Recently, a travel policy was developed which will govern the travel of employees required to do so as a function of their job. It is designed to address the business and reimbursement aspects of travelling on the job.

It will be introduced in ordinance form to the City Council on March 14, 1995. I understand that discussion should take place March 21 with final action to occur on March 28.

I would appreciate knowing about any concerns you may have with this policy. I thank you in advance for your consideration of this ordinance.

cc: Greg Purcell

Enclosure

(as amended)
5-95-03-13

DIGEST SHEET

TITLE OF ORDINANCE: An Ordinance Establishing A Travel Policy
For City Employees.

DEPARTMENT REQUESTING ORDINANCE:

Human Resources Department 03-09-95.

SYNOPSIS OF ORDINANCE: Develop guidelines for city employees who
travel as part of their job function.

EFFECT OF PASSAGE: Will create travel policy for city employees.

EFFECT OF NON-PASSAGE: There will be no travel policy approved by
the City Council for City employees.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS):

ASSIGNED TO COMMITTEE (PRESIDENT):